

**CONTRACTOR PERSONNEL TRAVEL,
SUBSISTENCE AND PER DIEM
August 2003**

1.0 General

- 1.1 JPL will reimburse the Contractor for reasonable and necessary transportation expenses incurred by the Contractor's personnel in connection with travel relating to the performance of work under this Contract in accordance with the criteria for such expenses as outlined herein.
- 1.2 All recruitment meals, travel, and symposiums attended by Contractor personnel must be approved via electronic correspondence (i.e. email) by the employee who is responsible for directing the contractor's work, hereafter referred to as the "Responsible JPL Employee", before such travel is incurred. Correspondence must include completed "Contractor Personnel Travel Request and Authorization", JPL form S-1168.
- 1.3 The Contractor will be responsible for briefing all Contractor personnel that are required to travel in connection with this Contract on the terms of this Exhibit, and agrees to provide all Contractor personnel a copy of this Exhibit.
- 1.4 Travel and per diem on a JPL trip starts at the time of departure from the Contractor person's residence or regular work station, whichever is later, and ends upon return to the Contractor person's residence or regular work station, whichever is first.
- 1.5 Wherever receipts are required, the ORIGINAL receipt shall be provided to JPL, not a copy of the receipt. Altered receipts will not be accepted by JPL. All receipts and payment for expenses must be in the name of the traveler.
- 1.6 All reimbursements to the Contractor are exclusive of any indirect cost or profit.

2.0 Subsistence and Per Diem

- 2.1 Notwithstanding any other provisions of this Exhibit, the Contractor is subject to the limitation on travel costs established by the Federal Acquisition Regulation (FAR) 31.205-46 which requires use of a Maximum Per Diem Rate.
 - 2.1.1 For Contractor personnel on authorized trips within the contiguous 48 states, the Maximum Per Diem Rate is composed of the following:
 - 2.1.1.1 A flat rate within the Maximum Per Diem Rate is available for meals and certain incidental expenses (M&IE). M&IE includes meals, tips for meals, and tips for lodging.

NOTE: Receipts are not required for the standard M&IE reimbursement.
 - 2.1.1.2 Maximum Lodging Rate within the Maximum Per Diem Rate

This rate includes the basic room cost. Original receipts including traveler's name and dates of stay shall be required for such lodging. Lodging taxes are reimbursable as a Miscellaneous Travel Expense limited to the taxes on reimbursable lodging costs.

- 2.1.1.3 The Maximum Per Diem Rate made up of the Lodging and M&IE Rates are established for each city or other defined location. The Maximum Per Diem Rate allowable for subsistence is based on the city in which the traveler lodges and can be found at <http://policyworks.gov/org/main/mt/homepage/mtt/perdiem/perd03d.html> "Safe arrival" calls are limited to one station-to-station call per destination with a maximum cost of \$10 for domestic travel, and \$25 for foreign travel, and are reimbursable as part of miscellaneous travel expenses.
- 2.1.2 Reimbursement *above* the modified Maximum Lodging Rate may apply when one of the following conditions exist:
 - 2.1.2.1 A special function or event is occurring.
 - 2.1.2.2 Seasonal rates are in effect.
 - 2.1.2.3 An assignment to perform a special duty necessitates unusually high expenses, e.g., attending certain conferences, accompanying a JPL employee on travel, etc.
 - 2.1.2.4 Rooms are not available at such rates within a reasonable commuting from traveler's distance of duty point and transportation costs to commute would consume all or most of the saving from occupying less expensive lodging.
- 2.1.3 For reimbursement *above* the modified Maximum Lodging Rate, prior written justification must be submitted to the traveler's responsible JPL employee or equivalent, with the "Contractor Personnel Travel Request and Authorization." The written justification approved by the Contractor in accordance with paragraph 4 herein must be submitted with the "Contractor Personnel Travel Report" JPL form 1168-S. Original receipts shall be required for such lodging.
- 2.1.4 For non-foreign travel in Alaska, Hawaii, the Commonwealths of Puerto Rico and Northern Mariana Islands, and possessions of the United States, the Maximum Per Diem Rate for the locality shall be reimbursed. Original receipts shall be required for the lodging.
- 2.2 Contractor personnel will also be reimbursed for other travel-related costs as shown below:
 - 2.2.1 For regular business travel of 60 days or less at any one location, the applicable M&IE and actual costs up to the Maximum Lodging Rate apply. If the travel is unexpectedly extended beyond 60 days, a living allowance of 55% of the City Rate (lodging and M&IE) will be paid beginning on the 61st travel day following departure. For travel in connection with an assignment determined at the outset to be for more than 60 days, M&IE plus actual costs up to the Maximum Lodging Rate will be paid for en route travel days plus the first 30 days at the destination, and each subsequent destination in the case of an assignment involving multiple locations. Actual receipts are required for lodging. Furniture rental and utility

costs such as water, power, and telephone (equipment costs) that are not included in the lodging rate are allowable if within the Maximum Lodging Rate. Original receipts including traveler's name and dates of stay are required for all such reimbursements.

- 2.2.2 Contractor personnel on short- or extended-term assignment (but not relocated) to a distant domestic field site for more than 60 days will receive a living allowance beginning on the 31st day at the assignment location, which will remain in effect up to a maximum of three years with approved extensions. If the assignment is for more than two years at the outset, a living allowance will not apply. Individuals whose jobs are inherently transitory (e.g., quality assurance field representatives) and personnel whose condition of work assignment is a position at a remote site are ineligible for living allowances. Note: In accordance with IRS regulations, assignments greater than one year may result in a change to the traveler's "tax home". The traveler is personally responsible for compliance with all applicable state and Federal tax laws and regulation of the United States, and of any other country having jurisdiction over the traveler. The traveler is advised to seek professional individual tax advice.
- 2.2.3 An allowance established for an initial assignment will continue for other consecutive assignments in the same geographic area. Where the assignment duration is more than 60 days but less than one year and long-term lodging arrangements are not available (as may be required for certain flight project teams) actual costs of lodging to the Maximum Lodging Rate plus M&IE may be paid in lieu of the living allowance.
- 2.2.4 On trips of 60 days or more, excess baggage costs for up to 1,000 pounds will be allowed, and on trips of one year or more, excess baggage costs for up to 3,000 pounds will be allowed. If these costs are claimed, the planned duration of the trip must be noted on the "Contractor Travel Request and Authorization." Except for minor weights, shipment of excess baggage on commercial airlines should be avoided when possible and more economical shipping methods utilized. However, no pickup, crating, or packing charges are allowed. Original receipts are required for all such reimbursements.
- 2.3 Contractor will not be reimbursed by JPL for personal travel by Contractor personnel. Per diem will be allowed only for that time required for travel and the conduct of business relating to the performance of work under this Contract
- 2.4 For JPL business trips over fifty (50) miles (one-way) from the traveler's assigned work location and over 12 hours but less than 24 hours in duration, travelers will be reimbursed three fourths (3/4) of the applicable M&IE rate. For trips 12 hours or less in duration, if the traveler is required to be away from home during normal meal hours other than lunch, that meal's portion of the applicable M&IE rate will be paid (ref. M&IE breakdown at <http://policyworks.gov/org/main/mt/homepage/mtt/perdiem/MandI.htm>). The applicable M&IE rate in both cases refers to the rate in effect at the location in which the traveler's work site is located (ref. Domestic Maximum Per Diem Rates at <http://policyworks.gov/org/main/mt/homepage/mtt/perdiem/perd03d.html>). Example:

The traveler leaves their residence at 3 AM and returns at 2 PM. The breakfast portion of the applicable M&IE rate will be paid.

- 2.5 Lodging and M&IE will not be reimbursed for travel of 50 miles or less one-way measured from Contractor person's residence or regular work station, whichever is less.
- 2.6 For travel of more than 24 hours, the calendar day, midnight to midnight, is divided into quarterly periods of six hours each. One-fourth of the M&IE, Maximum Per Diem Rate (reference paragraph 2.1 herein) or living allowance rate, as applicable, will be paid for each such quarter or part of a quarter while in travel status.

3.0 Transportation Regulations

3.1 Air Transportation

In accordance with FAR 47.702 and 47.405 travelers must use U.S. flag air carriers for all air travel and transportation.

- 3.1.1 The lowest available discount airfare consistent with business requirements (time/destination) of the trip, and related miscellaneous transportation expenses as set forth herein, will be reimbursed to the Contractor
- 3.1.2 Other than the lowest available commercial discount airfare may be reimbursed if the Contractor can demonstrate real cost savings to offset any increased airfare cost. e.g., shorter trip duration resulting in savings in hotel, per diem, rental car or other cost.
- 3.1.3 Contractors will be reimbursed for Contractor personnel whose disabilities require travel accommodation while on Laboratory business. The least expensive available mode of travel that provides the necessary accommodation will be reimbursed to the Contractor.
- 3.1.4 When personal travel is combined with business travel and results in a discount fare, the Contractor will only be reimbursed for the cost of the discount fare.

3.2 Transportation by Personal Automobile

- 3.2.1 Normally, transportation by personal automobile is restricted to travel within a distance of 500 miles (by the most direct route) from the person's regular workstation. The reimbursement rate per mile within a distance of 500 miles of the person's regular workstation using a privately owned vehicle (POV) is found at the website for the General Services Administration (GSA) POV rates and effective dates (http://159.142.162.71/Portal/content/policies_content.jsp?contentOID=115105&contentType=1006). When traveling by personal automobile, every consideration should be given to vehicle sharing with JPL and other Contractor personnel (when there is a common destination) in order to reduce the total cost of the trip.
- 3.2.2 The Contractor may receive authorization from JPL for personnel travel by POV beyond the 500 mile distance when such travel is convenient to the performance

of the work under this Contract. JPL approval is required for the use, by Contractor personnel, of a POV incidental to relocation. The Contractor will be reimbursed at the prevailing GSA POV rate and the per diem up to the maximum amounts allowed will be limited to one day for each 500 miles traveled, or fraction thereof, using the most direct route.

- 3.2.3 The Contractor may receive authorization from JPL for travel by POV for the Contractor person's personal convenience on trips of more than 500 miles from the workstation. The Contractor will be reimbursed at the prevailing GSA POV rate, and one day per diem or fraction thereof for each 1,000 miles traveled (equivalent to average 24 hour train trip distance), or fraction thereof, using the most direct route. Per Diem expense will be allowed when incurred on allowable travel days.
- 3.2.4 The Contractor's employee (i.e. the traveler) is financially responsible for all operating and maintenance expenses of a POV, such as fuel and oil, mechanical failure, collision or physical damage, and traffic offenses, when the Contractor's employee is using such vehicle in connection with the performance of work under this Contract. The appropriate per-mile reimbursement compensates the Contractor personnel for use of a POV.

3.3 Transportation To and From Terminals

The traveler will be reimbursed the actual incurred ground transportation cost, including parking, up to a maximum of the cost of shuttle service for the selected terminal.

3.4 Transportation at Destination

- 3.4.1 Transportation expenses relating to the performance of work under this Contract while at travel destination must be by the most economical method which is reasonably available.
- 3.4.2 Use of a POV at destination is allowable for business relating to the performance of work under this Contract and is reimbursable at the prevailing GSA POV rate.

3.5 Use of Rental Vehicles at Destination

- 3.5.1 Authorized car rental expense incurred will be reimbursable to the Contractor by JPL on an actual cost-incurred basis. Receipts for all car rental expenses shall be furnished to JPL by the Contractor with each invoice. Wherever possible, a compact car shall be utilized, or when unavailable, standard sedan. Justification for deviation from compact or standard sedan utilization shall be reflected on the invoice.

NOTE: When personal travel is combined with JPL business travel the total rental vehicle bill shall be prorated to the number of days used for personal travel and business travel.

- 3.5.2 Contractors shall apply the following criteria in approving vehicle rental by Contractor personnel:

- 3.5.2.1 The cost does not exceed that of a taxi or other public transportation.
- 3.5.2.2 Rental of a vehicle to meet several appointments at different locations in an area would reduce transportation costs.
- 3.5.2.3 Heavy or bulky equipment is being carried which cannot be transported separately without jeopardizing the Contractor personnel's mission.
- 3.5.2.4 Transportation is required to an area where taxis or other commercial transportation is not available, or, if available, would be too expensive or impractical.

3.6 Transportation Receipts

Receipts for all transportation expense items in excess of \$25.00 shall be furnished to JPL by the Contractor, with the "Contractor Employee Travel Report", JPL form 1169-S.

4.0 Travel Authorization and Travel Reporting

4.1 Mileage and Parking Reimbursement

- 4.1.1 Contractor personnel shall obtain mileage and parking approval and reimbursement by submitting a "Contractor Mileage Voucher" form, JPL Form 1170-S, to the responsible JPL employee or his designated alternate for approval.
- 4.1.2 The Contractor Mileage Voucher shall be used for mileage and parking reimbursement only. No other costs incurred are reimbursable when the mileage voucher is used.
- 4.1.3 Contractor personnel shall, within 60 days after completing the travel, submit the mileage voucher to the responsible JPL employee for approval. The responsible JPL employee will then forward the voucher to the Contractor. The Contractor shall submit a copy of the mileage voucher to the JPL Accounting Section when submitting an invoice for such travel costs. Reimbursement for all Contractor mileage costs will be made by JPL on the basis of the rates noted in Section 3.0, paragraph B above.

4.2 Travel Reimbursement

- 4.2.1 When reimbursement in addition to mileage is being claimed, Contractor personnel shall obtain approval by submitting a "Contractor Personnel Travel Request and Authorization" form, JPL Form 1168-S, to the responsible JPL employee or his/her designated alternate for approval.
- 4.2.2 The form will then be forwarded to the Contractor by JPL and shall constitute authority for the Contractor to make necessary travel arrangements for the Contractor person. When necessary, the responsible JPL employee will transmit the approved travel request to the Contractor by phone and follow up with a formal "Contractor Personnel Travel Request and Authorization" form.

- 4.2.3 Upon request, JPL will provide a written request that the Contractor personnel of JPL support-service contractors be given the General Service Administration (GSA) lodging rates extended to cost-reimbursable contractors. (See GSA web site: <http://policyworks.gov/org/main/mt/homepage/mtt/perdiem/travel.shtml>)
- 4.2.4 Contractor personnel shall, within five working days after completing the travel, submit a "Contractor Employee Travel Report", JPL Form 1169-S, to the responsible JPL employee for approval. The responsible JPL employee will then forward the report to the Contractor. The Contractor and their personnel are ultimately responsible for the preparation and accuracy of the report. The Contractor shall audit and submit a copy of the report to the JPL Accounting Section when submitting an invoice for such travel costs. Reimbursement for all Contractor travel costs will be made by JPL on the basis of the rates noted in Sections 1.0, 2.0, and 3.0 above.

5.0 Foreign Travel


Any foreign travel must be authorized in advance and incorporated into this Contract by modification, or into the Contract Work Order if applicable. Foreign travel shall be reimbursed in accordance with FAR 31.205-46 at the rates for foreign travel in accordance with the Standardized Regulations (Government Civilians, Foreign Areas), Section 925, "Maximum Travel Per Diem Allowances for Foreign Areas," effective during the period of travel. The foreign Maximum Per Diem Rate includes lodging and M&IE. A copy of the "Contractor Personnel Travel Request and Authorization", JPL form 1168-S and "Contractor Employee Travel Report", JPL form 1169-S, is required. Original receipts are required for lodging.

6.0 Symposium Fees

Contractor personnel shall be reimbursed for symposium/workshop fees when given written authorization by the responsible JPL employee and incorporated into this Contract by modification, or into the Contract Work Order if applicable. When any meal (breakfast, lunch or dinner) is provided as part of the symposium/workshop fee, the applicable meal cost will be deducted from the M&IE rate). A copy of the "Contractor Personnel Travel Request and Authorization", JPL form 1168-S, and "Contractor Employee Travel Report", JPL form 1169-S, is required. A copy of registration documents and receipts are required for such symposia/workshops.

7.0 Travel Publications - For Information Purposes Only

A monthly GSA publication, "Federal Travel Directory," ISSN0278-0941, (GPO Publication 722-006-00000-3) is available from the U.S. Government Printing Office, Washington, D.C. 20402.

 CONTRACTOR PERSONNEL TRAVEL REQUEST AND AUTHORIZATION																																																													
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CONTRACTOR EMPLOYEE TRAVEL REPORT

DATE SUBMITTED

JPL CONTRACT NO.

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